

## 1. Organisation and Function

Sr. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i)Name of the organization and its website	Department of Forests & Wildlife Department, Chandigarh Administration Website: <a href="http://www.chandigarhforest.gov.in/forestacts/">http://www.chandigarhforest.gov.in/forestacts/</a> Third Party audit information is uploaded on departmental link of Chandigarh administration website <a href="http://www.chandigarh.gov.in">www.chandigarh.gov.in</a>
		(ii) Head of the Organization	Chief Conservator of Forest (HoD), Department of Forests & Wildlife
		(iii)Vision, Mission and Key objectives	This department is taking up multifarious activities for improving the green cover of U.T. Chandigarh, preserving and protecting the wildlife in Sukhna Wildlife Sanctuary, City Bird Sanctuary, all other parts of U.T. Chandigarh and creating awareness among the people of Chandigarh about the protection of flora & fauna and thereby preserving bio-diversity of the region and upgrading the environment and quality of life. 2. To tackle monkey menace in the city. 3. To implement the provisions of Wildlife (Protection) Act, 1972 in the Union Territory 4. To implement the provisions of Punjab State Minor Mineral Concession Rules, 1961 in U.T. Chandigarh. 5. To carry out intensive soil conservation works in the catchment of Sukhna Lake (Forest area) to reduce silt inflow in the lake and to prolong its life.
		(iv)Function and duties	<b>Annexure I</b>
		(v)Organization Chart	<b>Annexure II</b>
1.2	Power and duties of its officers and employees [Section 4(1)(b)(i i)]	(i)Powers and duties of officers (administrative, financial and judicial)	<b>Annexure II</b>
		(ii)Power and duties of other employees	<b>Annexure II</b>
		(iii)Rules/orders under which powers and duty are derived and	Central Civil Service Rules Indian Forest Act, 1927 The Wildlife (Protection) Act, 1972 Forest Conservation Act, 1980
		(iv)Exercised	The Punjab Minor Mineral Concession Rules, 1964
		(v)Work allocation	<b>Annexure II</b>

1.3	Procedure followed in decision making process [Section n 4(1)(b)(iii)]	(i)Process ofdecision making Identify key decision making points	Annexure III		
		(ii)Final decision making authority	Head of the Department (depending upon financial implication)		
		(iii)Related provisions, acts, rules etc.	Central Civil Service Rules, Indian Forest Act, 1927 The Wildlife (Protection) Act, 1972 Forest Conservation Act, 1980 The Punjab Minor Mineral Concession Rules, 1964		
		(iv)Time limit for taking a decisions, if any	Annexure IV		
		(v)Channel of Supervision and accountability	Clerk, Jr. Assistant/Accountant/Superintendent Forest Guard/Forester/Deputy Forest Ranger/Ranger Officer/SDSCO/Deputy Conservator of Forest/Conservator of Forest/Chief Conservator of Forest		
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i)Nature functions/services offered	Improving the green cover of U.T. Chandigarh, preserving and protecting the wildlife in Sukhna Wildlife Sanctuary, City Bird Sanctuary, all other parts of U.T. Chandigarh and creating awareness among the people of Chandigarh about the protection of flora & fauna and thereby preserving bio-diversity of the region and upgrading the environment and quality of life		
		(ii)Norms/standards functions/service delivery	Annexure IV		
		(iii)Process by which these services can be accessed	By way of submitting an application to the department		
		(iv)Time-limit for achieving the targets	As per concerned subject matter		
		(v) Process of redress of grievances	Representation to the Department and through RTI		
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i)Title and nature of the record/manual/instruction .	The record pertaining to Establishment Section, Purchase/Store Section, Account Section, Cash Section. Record pertaining to the schemes being implemented by the department.		
		(ii)List of Rules, regulations, instructions manuals	1.	Administrative matters Central Civil Services Rules and the instructions issued from time to time adopted by Chandigarh Administration are followed.	
			2.	Financial matters General Financial Rules, Delegation of Financial Power Rules and the instructions issued from time to time are followed.	
		(iii)Acts/Rules manuals etc.	Central Civil Service Rules Indian Forest Act, 1927 The Wildlife (Protection) Act, 1972 Forest Conservation Act, 1980 The Punjab Minor Mineral Concession Rules, 1964		
		(iv) Transfer policy and transfer orders	Transfer Policy of Chandigarh Administration.		
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i)Categories of documents	Sr. No.	Category of documents	Custodian
		(ii)Custodian documents/categories	1.	Property Return of Group A,B, C & D	Establishment General
			2.	ACRs of Group A, B,C & D	Establishment Personal
			3.	Service Book Record of Group A, B,C & D	Account Section
			4.	Protection of city for Wildlife animals	Wildlife Team
			Custodian- Concerned Branch In-Charge		
1.7	Boards, Councils, Committees and other bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Annexure V		
		(ii) Composition			
		(iii) Dates from which constituted			
		(iv) Term/Tenure			
		(v) Powers and functions			
		(vi)Whether their meetings are open to the public?			
		(vii)Whether the minutes of the meetings are open to the public?			
		(viii) Place where the minutes if open to the public are available?			

1.8	Directory of officers employees [Section 4(1)(b)(ix)]	(i)Name and designation	Name of the officer/ employer	Designation	Telephone Number(O)
			Sh. T.C Nautiyal, IFS	Chief Conservator of Forest (HoD)	2700284
			Sh. Saurabh Kumar, IFS	Chief Conservator of Forest (CWLW)	2970419
			Sh. Navneet Kumar Srivastava, IFS	Deputy Conservator of Forest (HQ)	2700284
			Sh. Bhupinder Singh	Forest Ranger	9417216523
			Sh. Jatinder Singh	Deputy Forest Ranger	92164-28398-
			Sh. Ram Kumar	Forester	99141-67444
			Sh. Balwinder Singh	Forester	9872851011
			Sh. Ajay Sharma	Forester	9781711501
			Sh. Rohit Saini	Forester	9888999800
			Sh. Deepak Sharma	Forester	98782-59499
			Sh. Tejinderpal Singh	Forester	75085-29884
			Sh. Mannan Mehta	Forester	94784-93366
			Sh. Sandeep Chahal	Forest Guard	97296-10702
			Sh. Devender Sharma	Forest Guard	97280-07840
			Sh. Vivek	Forest Guard	90343-13231
			Sh. Amrinder Singh	Forest Guard	98156-87482
			Smt. Ritika Batra	Forest Guard	80547-83874
			Sh. Ankit Singh	Forest Guard	94677-17179
			Sh. Omkar Sawroop	Forest Guard	99884-42718
			Sh. Ramesh Kumar	Forest Guard	95011-83005
			Sh. Harish	Forest Guard	83609-24877
			Sh. Sudhir	Forest Guard	85297-48286
			Sh. Sanjay Kumar Yadav	Forest Guard	88240-09517
			Sh. Nishant Gill	Forest Guard	97284-35929
			Sh. Kulbir Singh Gill	Forest Guard	9915127299
			Sh. Manish Singh	Forest Guard	77920-14977
			Smt. Harpreet Kaur	Accountant	9646687873
			Sh. Amrit Pal Singh	Junior Assistant	9781675111
			Sh. Manoj Kumar Poonia	Clerk	9988366743
			Sh. Mukesh Kumar	Driver	9855905375
			Sh. Mahinder Singh	Peon	9417502174
			Sh. Dhani Ram	Peon	9781315319
			Sh. Shiv Shankar	Mali	8872692549
			Sh. Gyan Khadka	Chowkidar	9888136823
			<a href="mailto:forestchandigarh@gmail.com">forestchandigarh@gmail.com</a> 0172-2700284		
		(ii)Telephone, fax and email ID			
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(i) List of employees with Gross monthly remuneration	Sr.No.	Name of the officer/employee	Monthly emoluments (Rupees)(March 2024)
			1	Sh. T.C Nautiyal, IFS	251412
			2	Sh. Saurabh Kumar, IFS	271412
			3	Sh. Navneet Kumar Srivastava, IFS	122056
			4	Sh. Bhupinder Singh	89112
			5	Sh. Jatinder Singh	99496
			6	Sh. Ram Kumar	99496
			7	Sh. Balwinder Singh	99496
			8	Sh. Ajay Sharma	86484
			9	Sh. Rohit Saini	96708
			10	Sh. Kulbir Singh Gill	78746
			11	Smt. Harpreet Kaur	82032
			12	Sh. Amrit Pal Singh	87506
			13	Sh. Manoj Kumar Poonia	70140
			14	Sh. Mukesh Kumar	72322
			15	Sh. Mahinder Singh	48164
			16	Sh. Dhani Ram	53740
			17	Sh. Shiv Shankar	48164
			18	Sh. Gyan Khadka	53740
			19	Sh. Mannan Mehta	31933
			20	Sh. Deepak Sharma	31933
			21	Sh. Tejinderpal Singh	31933
			22	Sh. Sandeep Chahal	28250
			23	Sh. Devender Sharma	28250
			24	Sh. Vivek	28250
			25	Sh. Manish Sihag	28250
			26	Sh. Amrinder Singh	28250
			27	Smt. Ritika Batra	28250
			28	Sh. Ankit Singh	28250
			29	Sh. Omkar Sawroop	28250
			30	Sh. Ramesh Kumar	28250
			31	Sh. Harish	28250
			32	Sh. Sudhir	28250
			33	Sh. Sanjay Kumar Yadav	28250
			34	Sh. Nishant Gill	28250

Updated on 30/0

		(ii) System of compensation as provided in its regulations.	Besides monthly remuneration, there is no system of compensation.															
1.10	Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]	(i)Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	<table><tr><th>Sr. No.</th><th>Name of the publication Information Officer.</th><th>Designation</th><th>Telephone No. &amp; email ID</th></tr><tr><td>1.</td><td>Sh. Tapish Chandra Nautiyal, IFS  (Appellate Authority)</td><td>Chief Conservator of Forest</td><td>2700284(O) <a href="mailto:cf.chandigarh@gmail.com">cf.chandigarh@gmail.com</a></td></tr><tr><td>2.</td><td>Sh. Navneet Kumar Srivastava  (CPIO)</td><td>Deputy Conservator of Forest</td><td>2970419(O) 8413847177 (M) <a href="mailto:forestchandigarh@gmail.com">forestchandigarh@gmail.com</a></td></tr></table>				Sr. No.	Name of the publication Information Officer.	Designation	Telephone No. & email ID	1.	Sh. Tapish Chandra Nautiyal, IFS  (Appellate Authority)	Chief Conservator of Forest	2700284(O) <a href="mailto:cf.chandigarh@gmail.com">cf.chandigarh@gmail.com</a>	2.	Sh. Navneet Kumar Srivastava  (CPIO)	Deputy Conservator of Forest	2970419(O) 8413847177 (M) <a href="mailto:forestchandigarh@gmail.com">forestchandigarh@gmail.com</a>
Sr. No.	Name of the publication Information Officer.	Designation					Telephone No. & email ID											
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2.	Sh. Navneet Kumar Srivastava  (CPIO)	Deputy Conservator of Forest	2970419(O) 8413847177 (M) <a href="mailto:forestchandigarh@gmail.com">forestchandigarh@gmail.com</a>															
		(ii) Address, telephone numbers and email ID of each designated official.																
1.11	No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2))	No. Of employees against whom disciplinary action has been		Nil														
		(i)Pending for Minor penalty or major penalty proceedings																
		(ii) Finalized for Minor penalty or major penalty proceedings		Nil														
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes		There is no educational program except RTI training as conducted by the Chandigarh Administration which is attended by the officials from time to time.														
		(ii)Efforts to encourage public authority to participate in these programmes																
		(iii)Training of CPIO/APIO																
		(iv)Update & publish guidelines on RTI by the Public Authorities concerned		Nil														

2. Budget and Programme			
S. No	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(x i)]	(i)Total Budget for the public authority	Annexure VI
		(ii)Budget for each agency and plan & programmes	
		(iii)Proposed expenditures	
		(iv)Revised budget for each agency, if any	
		(v)Report on disbursements made and place where the related reports are available	All the payments are made through the Central Treasury, U.T. Chandigarh.
2.2	Foreign and domestic tours 2023-24	(i)Budget	No separate budget is allotted for tours
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the department. (a) Places visited (b) The period of visit (c) The number of members in the official delegation (d) Expenditure on the visit	Nil
		(iii) Information related to procurements (a) Notice/tender enquires and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured, (c) The works contracts concluded-in any such combination of the above- and (d) The rate/rates and the total amount at which such procurement or works contract is to be executed.	N/A
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)Name of the programme of activity	Not applicable as no subsidy scheme is in existence.
		(ii)Objective of the programme	
		(iii)Procedure to avail benefits	
		(iv)Duration of the programme/scheme	
		(v)Physical and financial targets of the programme	
		(vi)Nature/scale of subsidy/amount allotted	
		(vii)Eligibility criteria for grant of subsidy	
		(viii)Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/201 1-IR dt.15.4. 2013]	(i)Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions	Not applicable as no Discretionary and non- discretionary grants are given.
		(ii)Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4 (1)(b)(x iii)]	(i)Concessions, permits or authorizations granted by public authority	Permit is being issued to general public for entry into the Sukhna Wildlife sanctuary.
		(ii) For each concessions, permit or authorization granted (a) Eligibility criteria (b) Procedure for getting the concession/grant and/or permits of authorizations (c) Name and address of the recipients given concessions/permits or authorisations (d) Date of award of concessions/permits of authorizations	Permit is issued to general public after application is received from the beneficiary on the prescribed format.
2.6	CAG & PAC	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator U.T., Chandigarh.	Nil

3.Publicity Band Public interface

S.No.	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Nil
		Arrangements for consultation with or representation by (a) Members of the public in policy formulation/policy implementation (b) Day & time allotted for visitors (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Through email or through visit to office between 09:30 hrs to 17:30 from Monday to Friday
		Public-private partnerships(PPP) (i) Details of Special Purpose Vehicle (SPV), if any	NA
		(ii) Detailed project reports (DPRs)	Nil
		(iii) Concession agreements	
		(iv) Operation and maintenance manuals	
		(v) Other documents generated as part of the implementation of the PPP	
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	
		(vii) Information relating to outputs and outcomes	
		(viii) The process of the selection of the private sector party (concessionaire etc.)	
		(ix) All payment made under the PPP project	
3.2	Are the details of policies/decisions, which affect public, informed to them [Section 4(1)(c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/legislations taken in the previous one year	Details of policies/decisions informed to public through website
		(ii) Outline the public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of Information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Third Party audit information is uploaded on departmental link of chandigarh administration website <a href="http://www.chandigarh.gov.in">www.chandigarh.gov.in</a> and <a href="http://www.chandigarhforest.gov.in/forestacts/">http://www.chandigarhforest.gov.in/forestacts/</a>
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	NA
		(ii) Printed format	NA
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	NA
		(ii) At a reasonable cost of the medium	

S. No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English	NA
		(ii) Vernacular/Local language	NA
4.2	When was the information manual/Handbook last updated?	Last date of Annual up-dation	Departmental Information is frequently updated on the website.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Third Party audit information is uploaded on departmental link of Chandigarh administration website <a href="http://www.chandigarh.gov.in">www.chandigarh.gov.in</a> and <a href="http://www.chandigarhforest.gov.in/forestscts/">http://www.chandigarhforest.gov.in/forestscts/</a>
		(ii) Name /title of the document/record/other information	Orders/sanctions of the department
		(iii) Location where available	Nil
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility	Through email or through visit to office between 09:30 hrs to 17:30 from Monday to Friday Pho - 2700284
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Through CPGRAMs portal and through Grievance portal of Chandigarh Admn.
		(ii) Details of applications received under RTI and information provided	75 in the year 2023-24 Received and 75 disposed of.
		(iii) List of completed schemes/projects/programmes	NA
		(iv) List of schemes/projects/programme underway	NA
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NA
		(vi) Annual Report	NA
		(vii) Frequently Asked Question (FAQs)	NA
		(viii) Any other information such as (a) Citizen's Charter	Available at the URL <a href="http://chandigarh.gov.in/pdf/citizen_charter_forest.pdf">http://chandigarh.gov.in/pdf/citizen_charter_forest.pdf</a>
		(b) Result Framework Document (RFD)	NA
		(c) Six monthly reports on the website or not	NA
		(d) Performance against the benchmarks set in the Citizen's Charter	NA
4.6	Receipt & Disposal of RTI application & appeals	(i) Details of applications received and disposed	75 in the year 2023-24 Received and 75 disposed of.
		(ii) Details of appeals received and orders issued	2 in the year 2022-23 received and disposed off.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Preliminary queries are received by the department and replied upon adequately

## 5. Information as may be prescribed

S. NO.	Item	Details of disclosure	Particulars	Updated on	30/07/2024
5.1	Such other information as may be prescribed	(i) Name & details of (a) Current CPIOs & FAAs  (b) Earlier CPIO & FAAs from 1.1.2015	<u><b>Current</b></u> <u><b>CPIO</b></u> Sh. Navneet Kumar Srivastava, IFS DCF (HQ) 2700284 <u><b>FAA</b></u> Sh. Tapish Chandra Nautiyal, CCF 2700284 <u><b>Previous</b></u> <u><b>CPIO</b></u> Sh. Arulrajan P, CF <u><b>FAA</b></u> Sh. Debendra Dalai, IFS, CCF.		
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out		28.06.2024	
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD (a) Date of appointment (b) Name & Designation of the officers		Nil	
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers		No	
		(v) Committee of PIO/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers		No	



**6. Information Disclosed on own Initiative**

S.No.	Item	Details of disclosure	Particulars
6.1	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information		Working of Dept., major schemes etc are placed on the Dept Website at <a href="http://www.chandigarhforest.gov.in">www.chandigarhforest.gov.in</a> Third party Audit information uploaded on departmental link of Chandigarh Administration website <a href="http://www.chandigarh.gov.in">www.chandigarh.gov.in</a> and <a href="http://www.chandigarhforest.gov.in">www.chandigarhforest.gov.in</a>

ANNEXURE-1

Sr.No.	Name of the Department	Function and duties (in brief)
1.	Forests & Wild-life Department, Chandigarh Administration	<ol style="list-style-type: none"> <li>1. This department is taking up multifarious activities for improving the green cover of U.T. Chandigarh, preserving and protecting the wildlife in Sukhna Wildlife Sanctuary, City Bird Sanctuary, all other parts of U.T. Chandigarh and creating awareness among the people of Chandigarh about the protection of flora &amp; fauna and thereby preserving bio-diversity of the region and upgrading the environment and quality of life.</li> <li>2. To tackle monkey menace in the city.</li> <li>3. To implement the provisions of Wildlife (Protection) Act, 1972 in the Union Territory</li> <li>4. To implement the provisions of Punjab State Minor Mineral Concession Rules, 1961 in U.T. Chandigarh.</li> <li>5. To carry out intensive soil conservation works in the catchment of Sukhna Lake (Forest area) to reduce silt inflow in the lake and to prolong its life.</li> </ol>

**ANNEXURE-2**

<b>Sr.No.</b>	<b>Name of the Post</b>	<b>Powers and duties (in brief)</b>
1.	Chief Conservator of Forests & Chief Wildlife Warden	1. Head of Department 2. Special Secretary, Forests & Wildlife Department.
2.	Conservator of Forests	1. Chief Wildlife Warden 2. Circle in-charge Wildlife & Botanical Garden/Nature Reserve Division 3. CEO CAMPA 4. Nodal Officer FCA 5. Member Secretary, Water Resources 6. Special Secretary, Water Resources 7. Member FOSCON Society
3.	Deputy Conservator of Forests	1. DCF WL & HQ 2. DDO & HoO in o/o CCF 3. Wildlife Warden under Wildlife (Protection) Act 1972 4. Nodal Officer Court Cases & APAR 5. CPIO in Forests & Wildlife (Protection) Act 1972 6. Additional CEO (FOSCON) 7. DCF (Botanical Garden & Name Reserve Division) & Director, Minor Minerals (Additional Charge)
4.	Sub Divisional Conservation Officer	There are two posts of Sub Divisional Soil Conservation Officers. The duties of SDSCO are to look after the works of soil conservation as well as forestry & wildlife.
5.	Range Officer	The total forest area has been divided into two ranges and each range is supervised by the Range Officer.
6.	Deputy Ranger	Field job and supervision as Block Forest Officer
7.	Forester	Field job and supervision of work of Forest as Guardian of their beats as Block Forest Officer.
8.	Forest Guard	Protection of forests & wildlife wealth and execution of field work.
9.	Mali	Maintenance of lawns of Inspection Hut and Rest house and Nurseries.
10.	Superintendent	Supervision of office work
11.	Accountant	Maintain the accounts of the department.
12.	Junior Asstt.	Office work
13.	Clerk	Office work
14.	Draftsman	Planning & estimation of the works
15.	Driver	Driving of departmental vehicle
16.	Peon	To attend the officers and distribution of dak etc.

**ANNEXURE-3**

Sr. No.	Nature/ Type of work	Level at which the case is initiated (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made. (Name of the post)
1.	Office work	Junior Assistant/ Clerk	Accountant, Office Supdt. And D.D.O. , DCF & Head of Office [CF]	Chief Conservator of Forests & Chief Wildlife Warden (Head of Deptt.) & Secretary of the Deptt., Advisor to the Administrator & Administrator, U.T. Chandigarh
2.	Field work	Forest Guard	Forester, Dy. Ranger, Range Officer, SDSCO, DCF & CF	Chief Conservator of Forests & Chief Wildlife Warden (Head of Deptt.), Secretary of the Deptt., Advisor to the Administrator and Administrator, U.T. Chandigarh

**ANNEXURE-4**

Sr. No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	Free distribution of saplings to public, educational institutions, Govt. departments and NGOs free of cost.	5 days i.e. Monday to Friday from 9.30 AM to 5.30 PM
2.	Protecting the citizens from wild animals	Immediately on telephonic message
3.	Imparting technical know-how to the public and farmers to raise & maintain plants.	Same day as & when required
4.	In case of Snake problem particularly in rainy season.	Snake Catcher Telephone No. 01722700217 at Forest Department's 24 hour complaint service. The complaint is attended immediately. Forest Guard (M) 7837129818
5.	Whenever any person is found selling wildlife Articles and information is given to the department.	The material is seized immediately on receipt of complaint and necessary action as per Wildlife Protection Act is taken.

**ANNEXURE-5**

Sr. No.	Name of the Boards	Name of Council(s)	Name of Committee(s)	Composition	Dates from which constituted	Term/ Tenure	Powers and functions	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public. (Yes/No)	Place where the minutes if open to the public are available?
1.	-	-	Sexual Harassment Committee	1) Mrs. Rhythm Aggarwal, Assistant Environmental Engineer, CPCC, Chd (Presiding Officer) 2) Sh. Mukesh Kumar, S.A, Environment Deptt, U.T, Chd (Member) 3) Ms. Harpreet Kaur, Clerk, Deptt of Forest & Wildlife, U.T, Chd (Member) 4) Ms. Sujata Jaswal, Jr. Scientific Assistant, CPCC, U.T, Chd (Member) 5) Ms. Sushma Kumari, Manager, Yuvsatta (NGO), R. No.12, Karuna Sadan, Sec-11, Chd (Member)	Constituted by the CCF-cum-Director S&T&RE vide order dated 29.11.2019 issued vide Endst NoCCFD/337 dt. 4.12.19	-	To redress the grievances of working women on their complaints of sexual harassment in work places	No	Yes	
2.	-	-	Recruitment/ Departmental Promotion Committee	<b>Annexure-VII</b>	<b>Annexure-VII</b>	-	For consideration of promotion cases in respect of Group-B posts (Ministerial)	No	Yes	
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Sr. No.	Name of the Board (s)	Name of Council (s)	Name of Committee (s)	Name of Other bodies (s) constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1.	Wildlife Advisory Board	-	-	-	No	Yes
2.	Advisory Group for U.T. Chandigarh to consider proposals involving diversion of forest area	-	-	-	No	Yes
3.	-	-	<b>*Other committees</b>	-	No	Yes

**\*Other Committees:**

i)	Sexual Harassment Committee
ii)	Greening Chandigarh Task Group
iii)	Recruitment/Departmental Promotion Committee
iv)	A committee constituted for identifying and preserving the heritage and historical trees in Chandigarh
v)	A committee constituted to identify dangerous trees in the city in a time bound manner and to suggest tree specific & location specific treatments and other related issues
vi)	A Governing Body, Steering Committee and Executive Committees constituted for the State Compensatory Afforestation Fund Management & Planning Authority [CAMPA] for Union Territory, Chandigarh

vii)	A committee constituted to study the methodology/ criteria adopted by Punjab & Haryana Forests Corporations, for fixation of Market Value of the trees for the purpose of auction, compensation, etc. by the Chandigarh Administration.
viii)	A Monitoring committee constituted for effective monitoring of Eco Sensitive Zone around Sukhna Wildlife Sanctuary and City Bird Sanctuary in Union Territory of Chandigarh.
ix)	A State level Committee constituted to take decision regarding grant of Licence/Permission to the Wood based Industries in Union Territory of Chandigarh
x)	Union Territory of Chandigarh Wetlands Authority as per Wetlands (Conservation & Management) Rules, 2017.
xi)	Chandigarh Regulation of Saw Mills, Veneer and Plywood Industries Rules, 2017 for regulating the operation of Saw Mills, Veneer and Plywood Industries in the Union Territory of Chandigarh.
xii)	Reconstitution of Governing body for Medicinal Plants Board, U.T., Chandigarh under Forest & Wildlife Department, UT Chandigarh
xiii)	Constitution of "Chandigarh Biodiversity Council" to implement the provisions of the Biological Diversity Act, 2002 for regulating access to biological resources for commercial utilization as specified under section 7 of the Act.



**ANNEXURE-6****[Rupees in Lakhs]**

<b>Sr. No.</b>	<b>Head/ Item of the budget</b>	<b>Budget approved for the year 2023-24</b>	<b>Disbursement made (upto 31.03.2024)</b>
1.	Forest Conservation & Development	920.98	920.98
2.	Social & Farm Forestry	1500.00	1049.99
3.	Communication & Building	470	469.99
4.	Preservation of Wildlife	1050	1049.99
5.	Acquisition of land		
(i)	Communication & Building	150.00	149.93
(ii)	101- Forest Conservation Development & Reg	50.00	49.90
6.	CAMPA (Compensatory Afforestation Management & Planning Authority)		
(I)	Compensatory Afforestation fund	-	-
(ii)	Net Present Value	-	-
(iii)	Interest/Office Expense	-	-
7.	Administrative set up	614.89	612.91
	<b>Total</b>	<b>4755.87</b>	<b>4753.69</b>